

**Monthly Report to the Special Trustee
Office of Trust Litigation Support and Records
June 2000**

Following are highlights of records management activities performed by the Office of Trust Litigation Support and Records during June 2000.

STAFFING

❖ **OTLSR**

- Overall staffing of 75 positions (57 filled positions and 18 vacancies) includes three non-Native Americans and 54 Native Americans representing 21 different Indian tribes

❖ **Management Analyst positions** (develops records management policies, procedures, standards, retention schedules, and guidelines; develops and implements training curricula and training aids; etc.)

- Third management analyst position filled via internal administrative transfer; recruitment underway for fourth position
- Recruitment action underway for Supervisory Management Analyst

❖ **Records Management Specialist positions** (implements records management program, BIA disposition backlog, records cleanup, etc.)

- Recruitment action underway for three vacant Records Management Specialists (resulting from administrative transfers of employees into management analyst positions)
- 1 supervisory position to be classified and advertised

❖ **Archives Technicians positions** (searches for refiled or interfiled records; receives, moves, and shelves records; inventories records in accordance with NARA guidance)

- Certificate of eligible applicants received; management review in progress

❖ **Computer Specialist positions** (analyzes, develops, and implements information technology solutions; manages projects to implement electronic records programs for OST and BIA)

- Position descriptions developed for one supervisory GS-14 position and one GS-13 specialist position

TRAINING

❖ **BIA:** Mid-level management records awareness briefing

- Pima Agency- 14 employees
- Midwest Regional Office- 27 employees

❖ **OTLSR:** Staff attended P.L. 93-638, Privacy Act, and Freedom of Information (FOIA) training

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CONTRACTORS

- ❖ Iron Mountain Records Management Services Contract – rebox, inventory, and prepare records for transfer to appropriate records storage centers
 - Southwest Regional Office: boxed, inventoried, and sent to Iron Mountain for storage 151 boxes of water rights records—Water Rights Project completed June 6
 - Rocky Mountain Region: reboxed, inventoried, and preparing for transfer to Federal Records Center approximately 700 boxes
 - Northern Cheyenne Agency: reboxed and inventoried 60 boxes for transfer to Federal Records Center
 - OTLSR (Hawkins): continuous work (approximately 3000 boxes) amount varies daily for local storage and preparation for FRC

OTHER WORK

- ❖ Disposition Backlog at BIA Locations
 - Continued working with BIA locations to approve and coordinate transfer of records to Federal Records Centers
 - 57 boxes from Michigan Field Office
 - 17 boxes from Anchorage Agency
 - Onsite work at Rocky Mountain Region: Iron Mountain, with oversight by IARM, inventoried approximately 700 boxes
 - 360 boxes of records were transported from Northern Cheyenne agency to Rocky Mountain Region warehouse for inventorying; by June 30, approximately 60 boxes had been inventoried
 - IARM and Iron Mountain representatives met with Crow Agency staff to discuss records disposition; approximately 125 boxes stored in an off-site garage and approximately 150 boxes in the agency program offices
 - IARM and Iron Mountain representatives met with staff at Ft. Belknap and Blackfeet agencies to discuss records disposition
 - Ft. Belknap: approximately 550 boxes at Ft. Belknap with 95 stored in a storage unit 50 miles off-site in the town of Havre, Montana and the remaining boxes stored in a building on the agency compound
 - Blackfeet: approximately 650 “blue tagged” boxes (Cobell related) stored on site in a warehouse building sitting on pallets or shelves
 - Large percentage labeled NR meaning no relationship to the case
 - Informal guidance from BIA (Joe Walker) is to send to FRC as appropriate
 - Onsite visit to Ft. Berthold to provide technical assistance with 610 boxes:
 - 150 Boxes palletized and awaiting shipment to NARA
 - 306 boxes identified by the Agency as trust -related-Agency wants to keep records
 - 7 boxes identified as Education related-Agency wants to keep records

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- 2 boxes identified as IIM related; Agency to review and ship to OTLSR records storage facility in Albuquerque
- 138 boxes need to be inventoried
- 7 boxes identified as non-records-Agency destroyed
- Visited Southwest Regional Office, Tribal Operations Branch, to ascertain proper boxing of records to be shipped to the Federal Records Center (FRC)

- ❖ Systematic Centralization of OST Financial Trust Records
 - Continued to work with non-Cobell related OST locations on the inventorying, packing, and transferring of IIM on-going work to OST records facilities in Albuquerque

- ❖ Develop and Issue BIA/OST Records Manuals, Training Aids and Provide Technical Assistance
 - Continued work with G&G Advertising on video training aid
 - Contract awarded to G&G Advertising for development of records management technical leaflets
 - On-going technical assistance provided to various BIA regional offices and subordinate agency offices

- ❖ Records Control Schedules
 - Worked with NARA to determine General Records Schedule (GRS) items applicable to 16 BIAM

- ❖ Establish Life Cycle Database (Inventory) for Trust and Other Records
 - Continued work on SF-135 tracking database; sorted all SF-135s received from various federal records centers
 - Prepared and processed acquisition document for purchase of database management system

- ❖ Begin Cyclic Evaluation of Records Programs
 - Records program evaluation conducted at Midwest Regional Office (Minneapolis MN)